

MEETING MINUTES

911 Safety Telecommunicators' Certification Board Meeting

 **Location:** Virtual

 **Date:** 05/23/24

 **Time:** 1:15PM

I. CALL TO ORDER *1:16PM*

- a) Meeting called to order by Katy Myers, after confirmation of a quorum.

II. APPROVAL OF MINUTES FROM LAST MEETING *1:16PM*

- a) Motion made by Tim McKern, second by Tom Handy. All in favor.

III. OLD BUSINESS *1:17PM*

- a) In-House Program Approval Report Out
 - i) Item moved to next meeting's agenda due to Aimee Fournier-Plante's absence.
- b) Review of Certification Requirements
 - i) Katy Myers presented edits to the call portion in Chapter 2 of the Certification Handbook and reminded the group of the 'outcome' and 'knowledge' structure.
 - ii) Katy explained that ideally it would be a guide for knowledge expectations in the form of a test, and the outcome expectations in the form of employer verification that the candidate meets requirements.
 - (1) Katy requested the group review the document and provide feedback.
 - (2) The goal will be to have a significant portion completed to share at the June forum.

IV. NEW BUSINESS *1:33PM*

- a) Dispatchers On Demand and Part-Time Telecommunicators
 - i) Katy Myers presented the question of how the group would like to approach agencies utilizing Dispatchers on Demand or other similar temporary fill-in dispatch services
 - (1) The identified different circumstances in which temporary employees are called in to staff the communications center; hiring of a contract service for short-time staffing coverage, agency employees that are temporarily assigned to the communications center due to circumstances such as a light duty assignment, and exigent circumstances (catastrophic event etc.).
 - (2) The consensus of the group was that anyone working in a telecommunicator capacity should be certified, but that there are enough complexities to make it a challenging process to define.
 - (3) Katy Myers will add this as a discussion point at the June Forum to obtain input from agencies that have experienced these different situations. This will include the discussion around the definition of 'exigent circumstances'
 - ii) Discussion around part-time telecommunicators occurred, with the specific distinction being that these were fully trained telecommunicators that are working a reduced schedule.
 - (1) Group agrees that part-time telecommunicators should be held to the same certification requirements as fulltime telecommunicators
- b) Fast-Track Timing
 - i) Katy Myers revisited the topic of fast-track certification for agencies that have APCO P33, CALEA or ACE certification. Those programs have different review timelines (generally three years) that do not align with the recertification requirements outlined in RCW, so that will need to be considered further. No further discussion.
- c) Initial PST Testing

- i) Katy Myers inquired with the group if each training agency should be able to utilize their own test, if they will have to utilize the state's test bank, or if they can submit their test for state approval and utilize it from there.

- (1) The group agrees that the agency can submit their test for certification as part of their program approval process (and then use it), or they can utilize the state's test bank.

V. PUBLIC COMMENT 1:37PM

- a) Mike Worden explained that he has an agency in Okanogan County that is interested in utilizing the ESInet. He inquired with the group what the protocol would be in transferring calls from certified agencies to non-certified agencies. Katy Myers clarified that the language in the RCW is such that secondary PSAPs are not required to become certified, so this will happen to some extent regardless.

VI. GOOD OF THE ORDER 1:46PM

- a) Introduction – Michelle Kohlmann
 - i) She will be responsible for: new calendar invites, meeting minutes, general admin for the committee.

VII. ADJOURNMENT 2:50PM